

National Retention Policy for Local Authority Records - Community- Approved by LGMA for use on the 20th of November 2024

	Community			
Sub-Functions	Activities & Description what tasks do we do? why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments
LA Community Funding Schemes	Community Funding Grants eg: Amenity grant scheme, Tidy Towns project scheme	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports, payments and adverts.	Successful: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded to organisations and application forms or reports of any significant projects grant aided to Archivist. If no archivist then see comment** Unsuccessful: destroy 2 years after decision made..	Amenity grants are normally up to €1000; Tidy Town grants are up to €9k. All are done within the year. See Row 105 of Transport & infrastructure NRP. Applies to all LA funded grants issued within a year
	Christmas Lights Grant	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports, payments and adverts.	Successful: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded and application forms or reports of any significant projects to Archivist. If no archivist then see comment** Unsuccessful: destroy 2 years after decision made	Local authorities may provide financial support to community, voluntary and business groups towards the cost of installing Christmas lighting in designated towns and villages.
	Painting Grant Scheme	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports, payments and adverts.	Successful: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded and application forms or reports of any significant projects to Archivist. If no archivist then see comment** Unsuccessful: destroy after 2 years.	Local authorities may provide financial support to homeowners and owners of commercial properties to carry out improvement works such as external painting, signage and minor repairs to improve the appearance of properties in designated areas
	Town Twinning Events Grants	Records of any grants awarded to community groups to further twinning links with cities, towns or villages in other countries.	Retain for duration of the term of Council and/or twinning process has been finalised. Then offer to the archivist. If no archivist please see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the section
	General Municipal Allocation Fund	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports, payments and adverts.	Successful applications: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded and application forms or reports of any significant projects to Archivist. If no archivist then see comment** Unsuccessful applications: destroy after 2 years.	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the section
	National Community Weekend Initiative	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports, payments and adverts.	Successful applications: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded and application forms or reports of any significant projects to Archivist. If no archivist then see comment** Unsuccessful applications: destroy after 2 years.	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the section

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	Play & Recreation Grant Scheme	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports, payments and adverts.	Successful applications: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded and application forms or reports of any significant projects to Archivist. If no archivist then see comment** Unsuccessful applications: destroy after 2 years.	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the authority.
EU Funded Community Projects	EU Shafe	Contact details of steering committeee members, minutes of EU Shafe steering committee meetings, agenda, minutes and attendance sheets for all EU Shafe meetings. Correspondence with DKIT and Netwell Research Centre and all ancillary documentation. Survey, photos and draft EU Shafe Plan.	Retain all general correspondence and records for duration of project and then offer to Archivist (destroy contact details at end of project). Retain all financial records as per EU requirements, as follows: There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 yrs. after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.EU funded schemes to be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. For EU structural funds NB: as per Article 15(2) of EU Reg No 480/2014 The retention period for EU audit purposes is 30 yrs.EU retains the right to audit within that period. If audited a letter issued by the EU Court of auditors signifies the end of the audit process	The project is ongoing since August 2019 and will produce, as a final result, a White Paper on SHAFE. The Project is funded by Interreg Europe with a contribution of 15% by Louth County council. The project is concerned with combating ageism and getting older people to use digital.
	Intercultural Cities Programme	Details of Intercultural Cities programme and records relating to review and adaptation of policies inc records of consultation/interaction with community & advocacy groups.	Retain correspondence, reviews/reports and amended strategies for duration of scheme and subsequently offer all correspondence, minutes and reports to Archivist. If no archivist see comment**.	The Intercultural Cities Programme supports cities and regions in reviewing and adapting their policies through an intercultural lens, and developing comprehensive intercultural strategies to manage diversity as an advantage for the whole society. Intercultural Cities is also a platform to connect cities and leaders globally into a community where initiatives and practice from one city are analysed and shared to

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	PEACEPLUS Programme. Development and implementation of Co-designed Plan of actions that support peace and prosperity and community relations.	Records of engagement with community groups on both sides of the border plus agencies/bodies in ROI and NI in respect of cross border and cross community initiatives. Will include monitoring records containing information classed as sensitive. Also, Partner Agreements and financial records, procurement, tenders and process and meeting documentation.	Retain all general correspondence and records for duration of cross border projects/initiatives. Each partner is required to retain documents related to the project's implementation (including evidence of expenditure) for at least a 5-year retention period from 31 December of the year in which the last payment by the accounting function to the lead partner of a project is made*.Then offer to Archivist (destroy contact details at end of project). Retain all financial records as per EU requirements.***	* If the lead partner received the last payment related to the project on 4th June 2028, the 5 year retention period will start on 31st December of 2028. This means that the documents will need to be retained by the partners of the project until 31st December 2033. Longer retention periods may apply in case of state aid or in accordance with national rules. In addition, in case of legal proceedings or by a request of the Commission the retention period will be interrupted. If this is the case the Lead Partner and partners involved will be notified.	
	Peace IV programme for cross border initiatives	Records of engagement with community groups on both sides of the border plus agencies/bodies in NI in respect of cross borderand cross community initiatives.	Retain all general correspondence and records for duration of cross border projects/initiatives. Then offer to Archivist (destroy contact details at end of project). Retain all financial records as per EU requirements.***	***There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 yrs. after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.EU funded schemes to be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. For EU structural funds NB: as per Article 15(2) of EU Reg No 480/2014 The retention period for EU audit purposes is 30 yrs.EU retains the right to audit within that period. If audited a letter issued by the EU Court of auditors signifies the end of the audit process	
Dept Funded Community Grants	Community Enhancement Programme 2018 to date	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence with community groups, reports & payments, adverts	Successful: retain for 7yrs then destroy financial records; offer application forms and reports to archivist. Unsuccessful: retain for 2yrs, then destroy	The CEP is funded by the Department of Rural and Community Development and provides grant funding for communities to enhance their local facilities. The CEP is administered by Local Community Development Committees (LCDCs) in each Local Authority area	
	CEP Men's Shed's 2018 to date	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports & payments, and adverts	Successful: retain for 7yrs then destroy financial records; offer application forms and reports to archivist. Unsuccessful: retain for 2yrs, then destroy	The CEP is funded by the Department of Rural and Community Development and provides grant funding for communities to enhance their local facilities and with regard to Men's Sheds to support the important work these groups provide for their communities.	
	Community Resilience Fund	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports & payments, and adverts	Successful: retain for 7yrs then destroy financial records; offer application forms and reports to archivist. Unsuccessful: retain for 2yrs, then destroy	The Communities Resilience Fund was funded by the Department of Health Sláintecare unit and was administered under the Healthy Ireland Fund (HIF) by Pobal. The CRF was an initiative under the Keep Well campaign, which focused on assisting individuals and communities to maintain their resilience and wellbeing in response to COVID 19.	
	Community Activities Fund 2022	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports & payments, and adverts	Successful: retain for 7yrs then destroy financial records; offer application forms and reports to archivist. Unsuccessful: retain for 2yrs, then destroy	The Communities Activities Fund was announced in November 2021 and it is funded by the Department of Rural & Community Development. It provides support to community groups impacted by Covid 19.	

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	mPower HSE CHO8 Area	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports and adverts.	Successful: retain financial records for 7yrs then destroy; offer application forms and reports to archivist (reports to act as a register of grants). Unsuccessful: destroy after 2yrs	This project aims to support older people with long term conditions or chronic conditions to live well safely and independently in their own home.
	Social Enterprise Small Capital Grants	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports and adverts.	Successful: retain financial records for 7yrs then destroy; offer application forms and reports to archivist (reports to act as a register of grants). Unsuccessful: destroy after 2yrs	This scheme is being administered on behalf of Department of Rural & Community Development by LCDC's in each LA. Funding was exclusive to social enterprises for small capital projects to improve social enterprise projects
	Comhairle na nOg	Application forms by LA for CnÓ projects, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports and payments. Tender of the delivery of the Comhairle na nÓg Programme 2020-2023 - minutes of meetings, attendance sheets, AGM correspondence, payments, reports, funding applications	Retain financial records for 7yrs then destroy; Retain all correspondence, minutes and reports for 3 years or duration of Comhairle Committee (whichever is longer) then offer to archivist and destroy unsuccessful applications.	The Dept of Children Equality Disability Integration & Youth (DCEDIY) Comhairle na nOg Development Fund provides money to LA's to run effective Comhairle's. LA's also provide funding and resources at local level. The Comhairle na nOg membership changes every 2 - 3 yrs.
	COVID 19 Emergency Fund	Application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence and reports	Successful: retain for 7yrs then destroy financial records; offer application forms and reports to archivist. Unsuccessful: retain for 2yrs, then destroy	The Covid 19 Emergency Fund is funded by the Department of Rural & Community Development and administered by the Local Authority.
	CLÁR (Ceantair Laga Árd-Riachtanais) Programme	Applications, financial records, correspondence, reports on projects	Successful applications: Retain financial records for 7 years after which grant awarded, then destroy. Retain correspondence and reports for duration of programme and subsequently offer all correspondence, applications, minutes and reports to Archivist. If no archivist see comment** Unsuccessful application: destroy after 2 years.	Local authorities administer the Dept financial support to community and voluntary groups and local development companies for small infrastructural projects in eligible disadvantaged rural areas. These projects must support schools, community safety measures, the development of play and multi use game areas, and community wellbeing projects.
	LEADER Programme	Local Development Strategy (approved-developed by the LCDC acting as the Local Action Group (LAG) for the LEADER programme and comes from the LECP; the Strategy forms part of how Leader funds are spent), minutes, payments, Directors Orders	Retain financial records for 7 years after the LEADER programme finishes then destroy. Retain correspondence and reports for duration of programme and subsequently offer all correspondence, minutes and reports to Archivist. Retain current and previous strategy until current strategy is replaced. Then offer superseded strategy to the archivist. If no archivist see comment**	LEADER is funded by the Irish Government through the Department of Rural and Community Development. The Program is administered at local level by the Local Action Group (LAG) with support from the LA & Local Development Company.
	Rural Development Strategies	Rural Development Forums may prepare strategies for improving the quality of life in rural and/or local communities. These may include enterprise and employment opportunities, education, housing, transport, broadband and age-friendly services.	Retain current and previous strategy until current strategy is replaced. Then offer superseded strategy to the archivist, If no archivist see comment**	

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	RAPID (Revitalising Areas through Planning, Investment and Development) Programme	Details of RAPID programme(s). Applications for funding support for quality of life projects in deprived uirban areas	Retain correspondence and reports for duration of programme and subsequently offer all correspondence, minutes and reports to Archivist. If no archivist see comment** Successful applications for funding: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded and application forms or reports of any significant projects to Archivist. If no archivist then see comment** Unsuccessful applications: destroy after 2	
	Hinterland Initiatives	Details of Hinterland initative programme and details of applications from community groups for support from LA.	Retain correspondence and reports for duration of programme and subsequently offer all correspondence, minutes and reports to Archivist. If no archivist see comment** Successful applications for funding: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded and application forms or reports of any significant projects to Archivist. If no archivist then see comment** Unsuccessful applications: destroy after 2	Local authorities may work with communities in regeneration areas to support their social and economic development by providing community playgrounds, sports facilities, parks and greenways.
Community Participation and Support	SICAP Programme	SICAP plans, minutes, payments.	Retain financial records for 7 years then destroy. Retain correspondence and reports for the duration of the SICAP programme and subsequently offer all correspondence , minutes and reports to Archivist	SICAP is funded by the Irish Government through the Department of Rural and Community Development. The Program is managed at a local level by the LCDG and support from the LA & Local Development Company.
	Community Action Plan	Plan and supporting reports and correspondence	Retain current plan and all records until new plan adopted, Then offer to archivist.If no archivist then see comment**	
	Community Development Reports	Reports and correspondence with Govt depts and other agencies	Retain reports until superseded. Then offer to archivist. If no archivist then see comment**	Local authorities may provide reports and information on community development to government departments and other agencies.
	Community Support Scheme	Details of Community Support Scheme and details of applications from community groups for support from LA.	Retain correspondence and reports for duration of scheme and subsequently offer all correspondence, minutes and reports to Archivist. If no archivist see comment** Successful applications for funding/support: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded and application forms or reports of any significant projects to Archivist. If no archivist then see comment** Unsuccessful applications: destroy after 2 years.	Local authorities may provide financial support to community and voluntary groups to support economic, community and cultural development projects such as public area enhancement works, community playgrounds, and arts, culture and heritage projects.

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	Community facilities Support	Details of Community Facilities Support Scheme and details of applications from community groups for support from LA.	Retain correspondence and reports for duration of scheme and subsequently offer all correspondence, minutes and reports to Archivist. If no archivist see comment** Successful applications for funding/support: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded and application forms or reports of any significant projects to Archivist. If no archivist then see comment** Unsuccessful applications: destroy after 2 years.	Local authorities may provide support to community, resource, youth and drop-in centres to provide services such as active ageing activities, childcare, homework clubs and leisure activities
	Community Employment Scheme	CE Scheme documents (e.g.) CE scheme project details; details of successful; unsuccessful and applicants that leave schem; childcare subsidies for CE scheme workers etc	Retain for duration of project is complete + a further 7 years inc. Social Welfare Audit. Then offer details of Projects Completed to archivist. If no archivist then see comment**	Local authorities may support schemes to help long term unemployed or those who are disadvantaged to get back to work by offering part time, temporary job placements.
	Community Centres	Records relating to the operation of Community Centres either directly by Council or through separate entities.	Retain for duration for which building is in operation + further 7 years. Then offer to archivist** If no archivist then retain indefinitely.	Retain records relating to planning and construction of buildings for a minimum of 30 years. IPB Guidance on the Retention of Records (2017)
	LCDC Support	Minutes of monthly LCDC meeting and any sub-groups, correspondence, meeting information packs, Dept circulars, internal documentation regarding the operation of the specific programmes. Departmental Audit reports.	Retain records for duration of programme and then offer to Archivist. Retain financial records for 7 years after programme finishes. Then destroy.	THE functions of the LCDC are set out in the Local Government Act 2014. The Local Authority manages and supports the LCDC in accordance with the Act, Ministerial Guidelines and Policy Guidelines. The LCDC has oversight of the Leader and SICAP programmes and Healthy Ireland fund. Peace III, IV, Plus falls under the LCDC
	Local Economic & Community Plan	Local Economic & Community Plan 2016-2021, minutes of LECP Steering Committee, agenda & attendance sheets, minutes of LCDC meetings, agenda, attendance sheets, general correspondence. Draft LECP Plan, tender document (for consultant on plan), public consultation and all ancillary documentation. Reports and photos.	Retain current plan and all records until new plan adopted, then offer to archivist. (Exception: destroy attendance sheets after 2 years??); Retain financial records including tender document for 7 years then destroy.	Under the Local Government Act 2014 each LA is obliged to develop a LECP (6 year plan). The Local Community Development Committee (LCDC) will oversee the implementation and monitoring of the community actions.
	Public Participation Network (PPN) Support	Contact details, minutes of PPN Plenary meetings, committee meetings, MD meetings, agenda & attendance sheets, general correspondence, PPN work plan, all ancillary documentation and correspondence. Reports, photos, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports & payments, and adverts	Retain minutes, agenda, annual work plan, reports, adverts, annual snapshot of PPN website, sample of PPN communiqué, photos of PPN for 5 years and then offer to archivist (destroy sign-in sheets). Retain financial records for 7 years and then destroy.	Funding for the PPN is provided by the Department of Housing Planning Community & Local Government in partnership with Councils. PPN is a separate body supported by the LA. Salesforce system has contact details of up to 900 groups: Salesforce PPNs undertake a process of re-registration occurs every 2 years during which all member groups reconfirm membership details. Following this review details of all inactive members are removed from the system

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	Age Friendly including Age Friendly Alliance & Older People's Forum/Council	Age Friendly Strategy (3 - 5 years), annual workplan done on basis of strategy, contact details of OPC & AF Alliance members. Minutes of AF Alliance & OPC meetings, agenda & attendance sheets for OPC meetings and AF Alliance meetings, general correspondence and all ancillary documentation for OPC & AF Alliance. Reports, photos, and public awareness events.	Retain current strategy and all records until new Plan/Strategy adopted, then offer to Archivist. Exception: destroy contact details once new OP Council is in place or after person leaves; archive sample of public awareness events only; Retain financial records for 7 years then destroy.	Applies to Age friendly Strategy and projects/programmes co-ordinated through the LA. Age Friendly is working to create the kinds of communities in which older people live autonomous, independent and valued lives and Age Friendly projects are funded by Councils.
	Community Volunteer Programme administration and implementation of programme	Contract, reports	Retain contract for 7 years. Then offer report from Volunteer Centre to archivist as major promotional campaigns may have an archival value. If no archivist then see comment**	Programme run by National Volunteer Centre that the LA signs up to and gives €8k per year for 90 hours and the LA contacts the Volunteer Centre to see what individual groups would do.
	Children and Young People's Services Committee	Minutes, agendas for meetings attended.	Retain for duration of Committee. Then destroy.	Established in 2010 by the HSE under the Dept of Children and Youth Affairs, see https://www.cypsc.ie/ , to improve the lives of children and young people. Its membership comes from key agencies including the LA. It is coordinated by staff in Tusla. There are sub-groups.
	Board of County Childcare Committee	Minutes, agendas for meetings attended.	Retain for duration of Committee. Then destroy.	The County Childcare Committee is a company limited by guarantee. Funding for the CCC does not come through the LA. A County Childcare Committee administrator undertakes the administration.
Local LA Initiatives - Community Safety & Crime prevention	Security Programme	Financial records i.e. invoices, bank statements, procurement documentation, correspondence and reports & payments	Successful: retain for 7yrs then destroy financial records and offer reports to archivist.	Discretionary Budget. Elected members agree to allocate funding under this budget to provide enhanced security to vulnerable people in specific locations. The LA only does the financial end; community groups do the work
	Joint Policing Committee/Community Safety Forum/Local Community Safety Partnership.	Contact details, minutes of JPC meetings, public meetings and steering committee meetings, agenda & attendance sheets, all ancillary documentation and correspondence, annual report, Garda and LA reports and photos.	Retain all records for lifetime of 2 Councils, then offer to Archivist and destroy contact details only. Retain financial records for 7 years then destroy. If no archivist then see comment**	Section 36 of the Garda Síochána Act allows for the establishment of a JPC committee in each LA administrative area. The JPC is funded by the Council.
	Local Policing Forums and District Management Committees support	Contact details, minutes of LP forum meetings and district management committee meetings, agenda & attendance sheets, all ancillary documentation and correspondence, annual report, Garda and LA reports and photos	Retain all records for lifetime of 2 Councils, then offer to Archivist and destroy contact details only. Retain financial records for 7 years then destroy. If no archivist then see comment**	Local authorities work An Garda Síochána (national police), elected representatives and community and voluntary groups to address crime, public disorder and antisocial behaviour and recommend ways to help reduce crime and improve public safety.
	Community CCTV schemes	Details of Community CCTV schemes, correspondence with community groups; AGS; DoJ; etc.	For successful applications where scheme is approved retain all scheme records for the duration for which the scheme is active plus a further 7 years. Then offer to the archivist. If no archivist then see comment** For unsuccessful applications all records to be retained for 7 years post decision. Then destroyed	Community groups can make submissions for financial support for a Community CCTV scheme. Certain level of capital funding provided by the DoJ. Section 38 of the Garda Síochána Act, 2005 and S.I. 289 of 2006.

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	Community text Alerts	Records of mobile numbers provided by members of the community who wish to be alerted by text about crime related incidents and crime prevention. Records of intercation with An Garda Siochana re text alert service	Retain records of distribution list on an ongoing basis. Peridocally distribution list to be amended as required when citizens leave area or request not to be contacted.	Local authorities, together with An Garda Síochána (national police), may provide text alerts to the public about crime related incidents and crime prevention to support and promote community safety
	Neighbourhood/Community watch	Details of specific schemes. Correspondence with specific community/neighbourhood watch schemes.	Retain whilst community/neighbourhood watch schemes are active. Then a further 7 years. Then anonymise and offer to archivist. If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the authority
	Carbon monoxide and smoke alarm schemes	Contracts for provision of alarms; procurement competition details; details and correspondence with individuals porvdied with alarms	Retain high level details of alarms issued indefinitely. Contracts and procurement records to be retained for duration fo contract + further 7 years. Then destroyed	Local authorities may provide carbon monoxide alarms to residents of privately owned accommodation.
	Home security scheme for older residents	Contracts for provision of locks; procurement competition details; details and correspondence with individuals provided with locks	Retain high level details of locks issued indefinitely. Contracts and procurement records to be retained for duration fo contract + further 7 years. Then destroyed	Local authorities may provide security locks to older residents of privately owned accommodation who may be vulnerable or living alone.
	Property Marking Scheme	Contracts for provision of Eircode stamping machines; procurement competition details; details and correspondence with individual community and voluntary groups; schools and businesses participating in the scheme.	Retain high level details of which stamping machines were issued to which entity indefinitely. Contracts and procurement records to be retained for duration fo contract + further 7 years. Then destroyed.	Local authorities may provide community and voluntary groups, schools and businesses marking machines to stamp an Eircode into valuable items such as printers, tablets, power tools and generators to prevent theft and help An Garda Síochána (national police) return stolen items if recovered
Health & Wellbeing Initiatives	Health & wellbeing promotion in the community	Promotional material for events; correspondence with community groups and/or 3rd party organisors. Monthly newsletters	Retain high level details of initatives undertaken indefinitely. Details of specific events to be destroyed 2 years post the event. Then offer to archivist for retention of samples. Then destroy records not retained by Archivist. If no archivist then see comment**	Local authorities may run initiatives to promote positive health and wellbeing in communities such as Health and Wellbeing Week, Mental Health Week, walking programmes, park runs, tobacco free spaces, breastfeeding friendly spaces and early childhood play areas. Where funding is provided by a 3rd party (e.g.) Pobal, the retention rules of the 3rd party are to apply.
	Healthy Ireland County Plan	Three - five year plan is updated following the adoption of the Local Economic Community Plans. Public submissions, surveys, questionnaires, draft plan	Retain current plan and all records until new plan adopted, then offer older plan to archivist and destroy remaining records. If no archivist see comment** Retain financial records including tender document for 7 years then destroy.Exception being where funding is provided by the EU	Local Community Development Committees may prepare plans to develop healthy communities and improve people's health, wellbeing and quality of life. Citizens can have an input into the plans through consultation.

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	Healthy Ireland Cities & Counties (HICC) Network	Records of National Healthy Cities and Counties of Ireland Network discussions. Records of health & wellbeing initiatives undertaken by LA.	National coordinator of network should retain details of the current Healthy City & Counties programme and of initiatives undertaken, until programme is superseded. Then offer to the archivist in their LA. If no archivist see comment** For other counties that are just newtork members retain for reference purposes for 3 years. Then destroy	Local authorities, together with other agencies, may take part in the National Healthy Cities and Counties of Ireland Network through their Local Community Development Committees to promote lifelong health and wellbeing and influence national health policy.
	Healthy Ireland Funding	Healthy Ireland Fund 2023-2025 Local Strategy for County, public consultation includes online survey, research from focus groups and workshops, commissioned research and reports on findings from the consultation; Minutes Health & Wellbeing LCDC sub-committee meetings, application forms, financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports, survey for an action plan. Payments	Retain current plan and all records until new plan adopted, then offer older plan, reports on findings, successful projects and minutes of sub-committee to archivist and destroy remaining records.Retain financial records for 7 years after the end of the programme. Then destroy. Retain unsuccessful project applicatons for 2 years. Then destroy.	In 2016 the Govt approved the creation of a HIF to support the implementation and health and well being programmes. Pobal administers the fund on behalf of the Department of Health. The HIF Round 4 is rolled out locally by the LA. The LA submits the Local County Strategy to Pobal and the DOH as part of the LA application for the HIF Round 4.
National, Regional & Local Authority competitions	National Competition Eg: Pride of Place	Nomination forms, presentations, photographs	Successful: Retain for 2 years, then offer to archivist. Unsuccessful: destroy after 2 years.	Pride of Place is a high-level national competition where 2 groups are nominated to go forward to represent the county.
Dept Funded LA Local Competitions	LA competition- Eg: In Bloom, Christmas Poetry Competition	Application forms in hard and soft-copy, poetry, financial records (LA may give small grants to groups for In Bloom)	Successful: Retain for 2 years, then offer to archivist. Unsuccessful: destroy after 2 years.	
LA Funded Competitions	Regional Competition Eg: Relove Fashion	Correspondence with schools, photos, payment, promotions only (no applications)	Successful: Retain for 2 years, then offer sample to archivist. Unsuccessful: destroy after 2 years. -	This is done through the Rediscovery Centre in Ballymun. All environmental officers donate towards the overall running so there is just one PO, and no other financial costs
Public Realm	Public Realm Design Consultation	Records detailing consultation with public re design of public spaces such as streetscapes and public squares. Public Realm projects mainly go through Part 8 planning process where all designs are advertised and open for comments from the public. Adverts, public submissions, public engagement report prior to Part 8. The final public consultation report forms part of the Part 8 submitted for approval.	Retain records of public consultation, surveys and pre-Part 8 reports for 5-years duration of project + 2 years, then destroy. Retain final public consultation report as part of the Part 8 planning file for 20 years, then offer to Archivist. If no archivist then see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Public Realm Plans	Records detailing the design of public spaces such as streetscapes and public squares. A public realm project is subject to planning permission through either the Part 8 or An Bord Pleanala streams. Precursor draft designs would only require retention on high profile projects. A large proportion of these files are electronic.	Retain 20 years then offer to archivist for archiving. If no archivist see comment** Archivist to notify senior manager/certifying officer in business section before taking any decision other than to permanently archive records	See Part VIII, Planning & Development Act, 2000 ** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain

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	Community			
Sub-Functions	Activities & Description what tasks do we do? why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	Procurement and Tendering	Funding applications, procurement and tendering files and reports, contracts,	Retain all tender docs until contract is signed then destroy unsuccessful tenders after a further 2 years. Retain successful tender and contracts for duration of the contract + a further 7 years. Then offer to archivist for archiving. In the event of no archivist please see comment** Exception being where EU funding is involved. Refer to 'Capital Projects' under Transport & Infrastructure NRP	Public Realm are responsible for seeking funding and tendering for a contractor to do the works post planning, then it is handed over to Infrastructure for delivering the project on the ground. They in turn hand over on project completion to Operations who do ongoing maintenance. Public Realm can be slightly different with different LA's. Some are responsible for the URDF and RRDF funded projects (see Enterprise and Economic development NRP) for the design phase up to and getting planning.
	Public Realm Strategies	Strategies adopted for improvement and enhancement of public spaces. Strategies are driven by successful funding and are vision documents or masterplan. Areas selected for improvement would come from the LA's SMT.	Retain current and previous strategies. When current strategy is superseded offer older strategy to archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the section.
Environmental Community Initiatives	National Tree week	Correspondence with National Tree organisation and with Tidy Town groups	Retain for calendar year plus 1 year to allow for audit purposes. Then offer list of recipients (Tidy Towns) to archivist as major promotional campaigns may have an archival value. If no archivist see comment**	
	Anti Dumping initiatives EG: Anti dumping fund, cross border litter initiatives such as anti-litter video	Financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports, payments and adverts	Retain for the duration of the project + 7 years. Then offer to Archivist. If no archivist then see comment**	See 'cross border meetings' under 'Communications' sub-function. Not EU funded.
	Anti-litter anti-graffiti awareness scheme (ALAGS) Dept funded	Financial records i.e. invoices, bank statements, procurement documentation, correspondence, reports, payments and adverts	Retain for the duration of the project + 7 years. Then offer to Archivist. If no archivist then see comment**	
	Litter League - Tidy Towns (part of the ALAGS anti-litter fund)	Correspondence, judging/inspection sheets, results	Retain for 2 years, then destroy correspondence and offer results and sample of judging/inspection sheets to archivist.	
Local Authority & An Taisce partnership community programmes	Green Schools Programme	correspondence between LA and Green Schools, list of schools and An Taisce database of schools and flags and if being deferred (LA update the database)	Retain for 2 years, then destroy correspondence and offer high level list of awardees (spreadsheet) and An Taisce report for county annually to archivist	The LA does the inspection with the Green Schools Committee and the LA passes the results on to An Taisce
	Blue Flag Beach & Green Coast Programme (Annual)	Correspondence with An Taisce, online application form, procurement for signage	Retain for 2 years, then destroy. Destroy procurement records after 7years. Exceptions being where the programme relates to an operational activity where a specific activity is still ongoing. In these instances the retention recommendation for the operational activity will apply.	The LA maintains the beach and has to meet certain criteria (signage etc) and applies online for the blue flag. There can be compliance issues with water (under beach management).

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	National Spring Clean Programme	Database of groups (issued annually by An Taisce), adverts	Retain for 2 years, then destroy correspondence and database and offer adverts to archivist. Exceptions being where the programme relates to an operational activity where a specific activity is still ongoing. In these instances the retention recommendation for the operational activity will apply.	The LA promotes it. An Taisce send a database of groups registered in the county (a lot of personal data).
EPA Local Authority Prevention Network (LAPN)	LAPN Networks meetings, Funding	Financial records for projects i.e. invoices, bank statements, procurement documentation, correspondence, reports, payments and adverts	Retain for the duration of the project + 7 years. Then offer to Archivist (or offer sample only?). If no archivist then see comment** If project is related to a specific operational activity then the retention period for that activity should apply.	All environmental awareness officers attend re: promoting environmental projects eg coffee cups, cookery demonstrations, food waste campaigns
Equality, Integration and Social Inclusion	Disability Access and Equality Support	Details of Disability Access & Equality Support Scheme and details of applications from community groups and individuals for support from LA.	Retain correspondence and reports for duration of scheme and subsequently offer all correspondence, minutes and reports to Archivist. If no archivist see comment** Successful applications for funding/support: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded and application forms or reports of any significant projects to Archivist. If no archivist then see comment** Unsuccessful applications: destroy after 2 years.	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Disability Inclusions Strategy	Strategy documents	Retain current and previous strategies. When current strategy is superseded offer older strategy to archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Migrant Integration Support	Records of migrants being supported in Council areas (e.g.) records related to BOTPs assigned to our refurbished accommodation plus records of referrals at a local level to other state and community agencies and service providers.	Retain for duration for which individuals are considered migrants + a further 7 years. Then (i) anonymise individual records; and (ii) retain high level record of extent of services provided, and offer to archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive. Migrant/refugee status of individuals is determined by

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	Interagency Refugee Resettlement Programme	Records of refugees referred for accommodation in Council areas plus records of referrals at a local level to other state and community agencies and ervice providers.	Retain for duration for which individuals are considered refugees + a further 7 years. Then (i) anonymise individual records; and (ii) retain high level record of extent of services porvided, and offer to archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive. Migrant/refugee status of individuals is determined by
	Disability Participation & Awareness Fund	General correspondence and financial records i.e. invoices, bank statements, procurement documentation, and reports & payments. Mainly financial records.	Offer report to Archivist at end of project + 2years. Retain all financial records for 7 years, then destroy.	This fund was established in 2021 and is to provide funding to support the participation of people with disabilities in local activities. The funding is provided by the Department of Children Equality Disability Integration & Youth. Administered by Leader for LA (LA only has financial end of it)
	Support Women & Diversity in Local Government	General correspondence (trivial matters) and financial records i.e. invoices, bank statements, procurement documentation, reports, photos, speeches from events, and promotional material	Retain all records for duration of project + 2 years and then offer photos, speeches, promotional material and reports to Archivist. Retain all financial records for 7 years.	This fund was established in 2020 and is to provide funding to support the participation of women and those from under represented communities in local government. The funding is provided by the Department of Housing Local Government & Heritage.
	Traveller Interagency Group Support	Minutes, reports, correspondence, contact details, attendance records	Traveller Interagency Goup support minutes should be retained for period for which group is active and then offered to the archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain
	Traveller needs assessment	Records of periodic assessments of traveller needs	Retain current and previous needs assessments. When current assessment is superseded then anonymise and then offer older needs assessment to archivist. If no archivist see comment**	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain

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	Integration and Inclusion Initatives	Details of Integration and Inclusion initatives supported by the Council and details of applications from community groups for support from LA.	Retain correspondence and reports for duration of initatives and subsequently offer all correspondence, minutes and reports to Archivist. If no archivist see comment** Successful applications for funding/support: Retain for 7 years after which grant awarded, then destroy. Offer high level record of details of grants awarded and application forms or reports of any significant projects to Archivist. If no archivist then see comment** Unsuccessful applications: destroy after 2 years.	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
	Educational Bursary Support schemes	Bursay scheme guidance documents; eligibility criteria; application forms; supporting documents and correspondence with applicants	Successful applicant: Retain for 7 years after academic year for which bursary awarded, then destroy. Offer anonymised high level record of details of bursary awarded and application forms or reports to Archivist. If no archivist then see comment** Unsuccessful: destroy after 2 years.	** In the event of no archivist then the records should be retained indefinitely (either on-site or in off site storage in either soft or hard copy) or until they can be appraised at a future date for their archival value by an archivist either employed directly or otherwise engaged by the Local Authority. The archivist either employed directly or otherwise engaged by the Local Authority is to notify senior manager/certifying officer in business section before taking any decision other than to permanently retain the records within the archive.
E-mail storage	Retention of e-mails related to business transactions	Individual e-mails held by staff members on their PC and portable devices.	E-mails related to specific transactions and business activities are subject to the retention periods recommended for those transactions and business activities and do not have a separate retention period.	E-mails that relate to specific transactions and business activties should be stored within the files for those transactions and activities rather than retained in a separate file. This will facilitate period cleansing of non-essential and non-work related e-mails. Each business unit is responsible for ensuring its staff adhere to the retention periods set out for buisness/transaction related e-mails. All the other revised record retention schedules will be revised to include the agreed e-mail retention recommendations and that email retention should be the responsibility of all business units and not just the ICT section.
	E-mail retention on storage systems & back ups	Individual e-mails held by organisation and/or compressed file formats	Once e-mails related to specific business transactions have been stored and retained in the relevant file storage for that transactor/activity then unattached e-mails can be permanently deleted/destroyed from e-mail storage systems on an initially 7 year basis. This retention period will reduce to 3 years following the initial 7 year period. Please see comment****	LAs that use File Management/Business Enterprise Systems that support the transfer and storage of e-mails from Outlook to their system can adopt the retention recommendation listed here. However, for those LAs that do not use a File Management/Business Enterprise Systems that supports the transfer and storage of e-mails from Outlook and use a separate e-mail storage system, they should apply the recommended retention periods for each businees activity to the e-mails stored on that seperate storage system. ****It is recognised that there is a need for transitional period of 7 years so as to allow staff in business units to commence the identfication of busienss related e-mails and seperation/deletion of no-business related e-mails. It is recognised that this will be labour intensive hence a phased approach of 6 + 1 years to begin with. The aim ultimately though is to reduce the retention period to 3 years after the 7 year transitional phase.

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